

DUTY STATEMENT

DEPARTMENT OF STATE HOSPITALS – ATASCADERO

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| JOB CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (MEDICAL CONTRACTS) |
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1. MAJOR TAKS, DUTIES, AND RESPONSIBILITIES

Under the direction of the Staff Services Manager I (SSMI), performs the full journey level analytical work of the highly complex staff services assignments such as the procurement of contracts to provide necessary medical services that are not available through civil service positions; policy and procedure analysis; systems development; and provides consultative services to managers, supervisors, and administrators of the Central Medical Services (CMS) department of DSH-Atascadero regarding additions, revisions, and omissions to current laws and regulations governing the state's contracting processes.

- 55% **Develop and prepare principal and ancillary medical service contracts and amendment requests** which may include, but are not limited to, medical services for patients and medical equipment preventive maintenance and repair services. Works with agency staff, departmental staff, and medical Contractors, to **administer the development** of competitive and non-competitive bid medical services contract needs in accordance with Welfare and Institutions Code (WIC) 4101.5, Public Contract Codes (PCC), Government Codes (GC), Military and Veterans Codes (MVC), the Office of Legal Services (OLS) State Contracting Manual (SCM), the State Administrative Manual (SAM), the Department of General Services (DGS) and the Department of State Hospitals (DSH) guidelines. **Review and verify** that all medical contract requests, specifications, and estimated dollar amounts submitted by department managers are valid, appropriate, and complete. **Evaluate contract justification of essential need, scope of work, budget detail and payment provisions** to ensure appropriate standard language is included and is applicable. **Conduct official bid openings** and base contract awards on the state's criteria for responsive, responsible bidders. **Evaluate and determine validity of all bidding and supporting documentation** submitted by potential Contractors, ensuring successful contracting practices and avoiding protests. **Obtain all required contract approvals from control agencies** as required. Utilize FI\$Cal (Financial Information System for California) and Cal eProcure to advertise solicitations and register the contracts, research Certified Small Business, MicroBusiness and Disabled Veteran Business Enterprise vendors, and perform other functions as required.
- 30% **Provide direction and training to the Staff Services Analyst Medical Buyer and to contract managers in CMS** relating to medical invoice processing and the development and administration of medical contracts, including the State's competitive bidding process. **Develop and implement procedures** to standardize multi-year contracts and medical invoice processing. **Conducts audits**, reports findings, and presents **solutions and recommendations to management**.

15% Responsible for developing and utilizing the correct methodologies to ensure compliance with all State, DGS, and DSH procurement and contracting policies and procedures. Researches and obtains **medical contract data and assists in preparing and submitting required reports to the DSH Sacramento Office and control agencies**; provide technical assistance to hospital departments in procuring goods and services; **present and/or co-present Contract and Procurement training** to DSH-Atascadero staff; Assist in other areas as directed.

2. SUPERVISION RECEIVED

Staff Services Manager I – Procurement

3. SUPERVISION EXERCISED

May act as lead in the absence of the SSML.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principals, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard-free workplace through the practice of personal safety and vigilance in the identification of safety or security hazards.

CPR – N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, enabling the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE-SPECIFIC COMPETENCIES

- Knowledge of state contracting policies, laws, rules, and regulations.
- Knowledge of state and hospital policies, laws, rules, and regulations as related to personal service contracts.
- Knowledge of Welfare and Institutions Code (WIC) 4101.5; Public Contract Codes (PCC) and Government Codes (GC) pertaining to personal services contracts; State Contracting Manual; State Administrative Manual; Medicare Prospective Payment Systems; Medicare Fee Schedules; International Classification of Diseases – Edition 10 (ICD10), Diagnosis-Related Groups (DRG); and Current Procedural Terminology (CPT) coding.

TECHNICAL PROFICIENCY (SITE-SPECIFIC)

- Knowledge and expertise of Word, Excel, and Access computer software programs.
- Knowledge of Microdyn – Encoder Plus and Medicare Prospective Payment System PC Pricer computer software systems.

6. LICENSE OR CERTIFICATION – N/A

7. TRAINING – Training Category = 10

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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| _____ Employee Signature | _____ Print Name | _____ Date |
| _____ Supervisor Signature | _____ Print Name | _____ Date |
| _____ Reviewing Supervisor Signature | _____ Print Name | _____ Date |